



Position Opening: Deputy Clerk/Treasurer

City of Carlisle, IA (3,750 est. pop.) adjacent to Des Moines is seeking candidates for position of Deputy Clerk/Treasurer. Prefer experience and/or degree in accounting, finance or similar field. Position serves as office manager and chief financial officer for the City of Carlisle and the Carlisle Municipal Utilities. Job activities include working closely with department heads in areas of accounting and budget management as well as records management, accounts payable, payroll, utility billing and investments.

Familiarity with INCODE software a plus; prefer a self-motivated team person interested in a metro community experiencing strong growth. Salary DOQ, excellent benefits, FLSA exempt. If interested contact Neil Ruddy, City Administrator, City of Carlisle, 195 N. 1<sup>st</sup> Street, Carlisle, Iowa 50047, (515) 989-3224 or [carlisle@ccr.net](mailto:carlisle@ccr.net). Deadline is January 13, 2006.